# State Board of Accounts
# Township Trustee Meeting
## Web-based Reporting
### September 29, 2010

# Introductions & Overview

# State agencies and their roles

- **State Board of Accounts**

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- **Department of Local Government Finance**

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- **Indiana University**

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## Goal

Web-based, customized application for the submission of Budgets and Annual Reports to the State.

## Gateway Objectives

- Use the web portal for entry of budget data, initially focusing on three of the most important budget forms required by the DLGF with resulting data loaded automatically into the data warehouse that will have specially designed reporting utilities.

- Use the web portal for entry of the SBOA-required (IC 5 11-1-4) Annual Report. Data loaded into the data warehouse will have specially designed financial reporting utilities.

### Timeline

- **Budgets (3 forms):**        **July 2010**          **Pilot underway**
- **Annual Reports:**           **Jan-Mar 2011**       **Possible Pilot**
- **Budgets (all forms)**       **July 2011**          **All Units**
- **Annual Reports:**           **January 2012**       **All Units**

# DLGF BUDGET FORMS
## *ONLINE*

# Budgets - DLGF

- Pilot with seven counties, encompassing all their taxing units (approx. 178 units) and three budget forms (Form 1, Form 2, Form 4B)

- The pilot program will aid the entire web-enabled process by determining issues early on with online submission

- Pilot began July 2010

**Adams
Bartholomew
Daviess
Marshall
Parke
Rush
Vanderburgh**
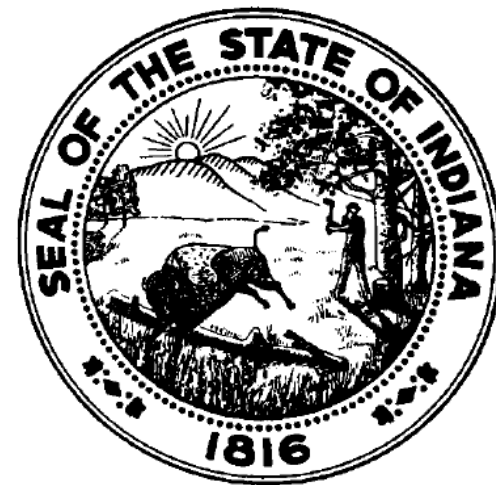
# Update on the DLGF Pilot Program

- Recruited over 50 volunteers
- Volunteers packet: welcome letter, login information, and a basic user guide
- "Train the Trainer" sessions in five of the seven pilot counties
- Conducted one webinar, with another scheduled this week
- Units entering budgets now
  - Most feedback has been positive
  - Minor hiccups are being addressed as the occur

## Benefits of Online Budgets - DLGF

- Less work for the County Auditor:  County Auditors no longer have to collect paper forms for the county and all county taxing units and deliver them to DLGF field staff.

- Less work and greater efficiency for DLGF field staff:  field staff no longer has to do tedious and repetitive data entry of the budget figures into our internal budget program.  This program also will dramatically reduce the risk of keying errors resulting from manual data entry.

- More convenient for County Council:  Non-binding review can be conducted by pulling figures out of a database rather than deciphering paper budget submissions.

- More transparency for taxpayers:  As budget information is made available online, the public can be better informed about the actions of their own elected officials and also elected officials statewide.

# Pilot for Budgets Going Well!

"I have entered all of Parke County form 1 – General, Park & Recreation, Health, Highway, 2006 Reassessment, Local Roads and Street, Cumulative Bridge, Cumulative Building and CCD Fund – **with no errors!"**

# SBOA ANNUAL REPORT

# Annual Report - SBOA

- System development continues
- Testing scheduled to begin November 1
- IBRC and SBoA have determined this wouldn't allow enough time for testing AND training prior to full implementation
- Instead, considering limited pilot for 2011
- Submission of 2011 Annual Report will be via Excel (same as last year)

# Annual Report – SBOA

- Separate and distinct from the SBOA's Chart of Accounts Project. *However, one objective of both is to promote consistent reporting across all units*

- Will encourage users to use the funds that are predefined in the system even though their fund name is slightly different

- User will still be able to add unique funds

- The system will ask questions as an aid in classifying unique funds

# Annual Report – SBOA

- Keeping changes for vendors to a minimum
- If the unit's accounting system vendor does not already have a data extract process for the upload, then the unit should request their vendor to modify their system to provide this capability
- The vendor should contact John Eppley, jeppley@sboa.in.gov to receive format specifications

# Benefits of Online Annual Report - SBOA

- Eliminate downloading and installing software, submitting individual data files to SBOA's central office
- System will provide "guided" screen flow based on information obtained from previous screens
- Assist units in producing their compiled financial statements
- Better, more current information for state managers and legislators
- Data can be shared with the Census Bureau
- Information available for Bond Rating companies, citizens, economic development

# Welcome to Indiana's Gateway for Government Units

The Indiana Gateway for Government Units provides a central commons for local units to submit their financial forms to the State of Indiana.

**The goal:** budget and expenditure transparency, made practical by collecting and disseminating multiple sources of information through a common Gateway. Units of local government will be able to submit budgets (for certification by the Department of Local Government Finance) and their Annual Reports (for use in auditing by the State Board of Accounts) through web-based forms and that data will populate a central database. The information will then populate user-friendly reports, published online, to enhance the flow of information from local government to its constituents.

**Project Timeline**
Dates for pilot testing and deployment

**Presentation**
(Given to Auditors, Assessors, Treasurers and Others in Spring 2010)

For more information, please call Wendy at the IBRC at 317-274-2979.

The working collaborators on this initiative include the Governor's Office and these three agencies and is part of the Information for Indiana initiative.

- **DLGF:** Sarah Ancel, Deputy Commissioner
- **SBOA:** John Eppley, Information Systems Audit Director
- **IBRC:** Carol Rogers, Deputy Director

**Login Request Form**

## Authorized Personnel Login

User Name:

Password:

☐ Remember me next time.

Log In

Forgot your password?

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the Indiana Department of Local Government Finance and the State Board of Accounts. It is maintained by the Indiana Business Research Center as part of the Information for Indiana Initiative.

**Email**
- Technical Problems
- DLGF

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INDIANA

Select Unit

# Select Unit from List

**Currently Viewing Year:**  2011 ▾

Click a link below to select your unit.

| Unit Code | Unit Name Link | Unit Type | Unit County |
|-----------|----------------|-----------|-------------|
| 0000 | Adams County | County | Adams |
| 0001 | Blue Creek Township | Township | Adams |
| 0000 | Bartholomew County | County | Bartholomew |
| 0001 | Clay Township | Township | Bartholomew |
| 0002 | Bogard Township | Township | Daviess |
| 0005 | Orange Township | Township | Rush |
| 0003 | German Township | Township | Vanderburgh |
| 0776 | Bourbon Civil Town | City/Town | Marshall |
| 0000 | Parke County | County | Parke |
| 0001 | Adams Township | Township | Parke |
| 0002 | Florida Township | Township | Parke |
| 0003 | Greene Township | Township | Parke |

# Gateway
## for government units

Indiana Office of
## Management & Budget

🏠 **Home**    ℹ️ **About**    ⚙️ **Account Settings**    ❓ **Help**    👤 **Logout**

Select Unit > **Manage Unit**

Selected Year: **2011** | Selected Unit: Parke County - 0000 Parke County

# Manage Unit - 0000 Parke County

Select from the options below to manage your unit's funds, departments, and/or advertisements.

| Department of Local Government Finance Tasks | Indiana State Board of Accounts Tasks |
|---|---|

💲 **Manage Funds and Enter Budgets**

View funds list, create or edit a fund. Link to Forms.

💲 **Manage Funds List**

View funds list, create or edit a fund

📊 **Manage Departments**

View departments list, create or edit a department

📢 **Submit Advertisements**

View, upload and submit advertisements to DLGF

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**Email**
- Technical Problems
- DLGF

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# Gateway
## for government units

Department of
## Local Goverment Finance

🏠 Home  ⓘ About  ⚙ Account Settings  ❓ Help  👤 Logout

Select Unit > Manage Unit > **Manage Funds List**

Selected Year: 2011 | Selected Unit: Parke County - 0000 Parke County

# Manage Funds List - 0000 Parke County

**Click on a column header to sort column.**

| Fund Code | Fund Name Link | Remove Fund |
|-----------|----------------|-------------|
| 0061 | Rainy Day | ☐ |
| 0101 | General | ☐ |
| 0123 | 2006 Reassessment | ☐ |
| 0124 | 2015 Reassessment | ☐ |
| 0702 | Highway | ☐ |
| 0706 | Local Road & Street | ☐ |
| 0790 | Cumulative Bridge | ☐ |
| 0801 | Health | ☐ |
| 1092 | Cumulative Building | ☐ |
| 1111 | Fire | ☐ |
| 1301 | Park & Recreation | ☐ |
| 2391 | Cumulative Capital Development | ☐ |

[ Remove Funds ]

[ Add a Fund ]

# Gateway
## INDIANA
### for government units

🏠 **Home**    ℹ️ **About**    ⚙️ **Account Settings**    ❓ **Help**    👤 **Logout**

**Department of**
## Local Goverment Finance

Select Unit > Manage Unit > Manage Funds List > **Fund Page**

Selected Year: **2011** | Selected Unit: Parke County - 0000 Parke County | Selected Fund: 0702 Highway

# Fund Forms - 0702 Highway

There are three forms to complete for this fund. Form 1 must be completed for each department. The yellow exclamation mark indicates that you have yet to complete this form. A green checkmark means that this form is complete.

| **Form 1: Budget Estimate** ✅ | **Form 2: Estimate of Miscellaneous Revenues** ✅ | **Form 4-B: Budget Estimate, Finanical Statement and Proposed Tax Rate** ✅ |
|---|---|---|
| 3 of 42 forms completed for this fund. | Click here to view this form. | Click here to view this form. |
| Click here to view list of departments and view these forms. | | |

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the Indiana Department of Local Government Finance and the State Board of Accounts. It is maintained by the Indiana Business Research Center as part of the Information for Indiana Initiative.

**Email**
- Technical Problems
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Prescribed by Department of Local Government Finance
Approved by State Board of Accounts

Budget Form No. 1 (Rev. 2002)

**BUDGET ESTIMATE FOR**

## 1 Personal Services

**Salaries and Wages**

| Edit | Reference Code | Description | Items | Approved | Delete |
|---|---|---|---|---|---|
| ✏ | 444 | Department Head | $33,333.00 | $6,546,489.00 | ✖ |
| ✏ | 455 | Sheriff | $25.00 | $8,864.00 | ✖ |
| | | | Total: $33,358.00 | Total: $6,555,353.00 | |
| ➕ Add new record | | | | 🔄 Refresh | |

**Employee Benefits**

| Edit | Reference Code | Description | Items | Approved | Delete |
|---|---|---|---|---|---|
| ✏ | 444 | Dental | $777.00 | $666,666.00 | ✖ |
| ✏ | 222 | abc | $22.00 | $22.00 | ✖ |
| | | | Total: $799.00 | Total: $666,688.00 | |
| ➕ Add new record | | | | 🔄 Refresh | |

**Other Personal Services**

| Edit | Reference Code | Description | Items | Approved | Delete |
|---|---|---|---|---|---|
| No records to display. | | | | | |
| | | | Total: $0.00 | Total: $0.00 | |
| ➕ Add new record | | | | 🔄 Refresh | |

Selected Year: 2011 | Selected Unit: Parke County - 0000 Parke County | Selected Fund: 0061 Rainy Day

Click Here to Print This Form

PRESCRIBED BY THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE (Rev 2002)

County Budget Form 2

APPROVED BY STATE BOARD OF ACCOUNTS

Selected Year:      2011
Selected County:  Parke County
Selected Unit:      0000 Parke County
Selected Fund:     0061 Rainy Day

## OTHER TAXES

### Other Taxes

| Edit | Delete | Reference Code | Description | July 1 to Dec 31 | Jan 1 to Dec 31 |
|------|--------|----------------|-------------|------------------|-----------------|
| ✎ | | 0201 | Financial Institutions Tax | $ | $ |
| ✎ | | 0202 | Vehicle License Excise Tax | $ | $ |
| ✎ | | 0203 | CAGIT Certified Shares | $ | $ |
| ✎ | | 0204 | CAGIT Property Tax Replacement Credit | $ | $ |
| ✎ | | 0206 | Surtax | $ | $ |
| ✎ | | 0207 | Wheel Tax | $ | $ |

# INDIANA

# Gateway
## for government units

**Home**  **About**  **Account Settings**  **Help**  **Logout**

### Department of
## Local Goverment Finance

Select Unit > Manage Unit > Manage Funds List > Fund Page > **Form 4B**

Selected Year: 2011 | Selected Unit: Parke County - 0000 Parke County | Selected Fund: 0101 General

Click Here to Print This Form

| | |
|---|---|
| **Selected Year:** | 2011 |
| **Selected County:** | Parke County |
| **Selected Unit:** | 0000 Parke County |
| **Selected Fund:** | 0101 General |

Budget Form 4-B (Rev 8/08)
APPROVED BY STATE BOARD OF ACCOUNTS

## BUDGET ESTIMATE-FINANCIAL STATEMENT-PROPOSED TAX RATE

Net Assessed Value $ 710,467,076

| Funds Required For Expenses To December 31st Of Incoming Year | Amount Used To Compute Published Budget | Appropriating Body |
|---|---|---|
| 1. Total budget estimate for incoming year | $ 6,982,207 | $ 6,291,554 |
| 2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended | $ 3,415,252 | $ 3,415,252 |
| 3. Additional appropriation necessary to be made July 1 to December 31 of present year | $ 0 | $ 0 |
| 4. Outstanding temporary loans: | | |

# Training

- On-site

- Webinars

- Person-to-Person by phone or visit

- Quick Start Guides

- Podcasts will be made available